



DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
OFFICE OF THE ADJUTANT GENERAL  
CALIFORNIA NATIONAL GUARD  
9800 GOETHE ROAD - P.O. BOX 269101  
SACRAMENTO, CALIFORNIA 95826-9101

CAAD

1 July 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 8<sup>th</sup> Annual California Army National Guard Warrant Officer Professional Development Course

1. The California Army National Guard will host the 8<sup>th</sup> Annual Warrant Officer Professional Development (WOPD) Course, 2-3 October 2004. Locations for the one day courses are as follows:

- a. 2 October 2004      Sheraton Anaheim Hotel  
                                 900 W. Disneyland Drive  
                                 Anaheim, California 92802  
                                 Reservations 866-912-1145
- b. 3 October 2004      Sacramento Marriott Hotel  
                                 11211 Point East Drive  
                                 Rancho Cordova, California 95742  
                                 Reservations 916-638-1100

2. This course is conducted for all current CAARNG Warrant Officers and prospective applicants. The WOPD course provides an excellent forum for continuing military education for Warrant Officers with updates from the Warrant Officer Career Center; the National Guard Bureau; and the Warrant Officer MOS Proponents. It is a great opportunity for Warrant Officers and prospective applicants to meet and discuss relevant issues with the presenters. We believe it is one of the best of its kind in the Nation.

3. Commanders will insure that invitations are extended to all eligible soldiers. Eligible soldiers are considered to be those who are E-4 (fully qualified for promotion) and above. Command teams at the company level must take primary responsibility to encourage soldiers to consider and accept the challenge of leadership as a Warrant Officer in the CAARNG.

4. All interested soldiers must return the attached Attendance Sheet to Joint Forces Headquarters, Attn: CCWO (Box 3), P.O. Box 269101, Sacramento, CA 95826-9101, **no later than 17 September 2004**. The completed form may also be faxed to (916) 854-3630/DSN 466-3630, Attn: MSG Hartman. An on-line version of the Attendance Sheet can be found at [www.calguard.ca.gov/CCWO](http://www.calguard.ca.gov/CCWO).

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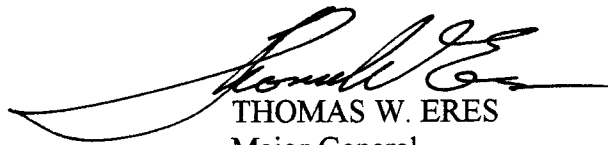
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5. Pay status for all attendees is a unit responsibility (recommend SUTA or RMA). Soldiers who reside in excess of 50 miles from the duty site will be placed on travel orders (IDT or AT with quarters and rations not available). **Note:** The X-REFERENCE CODE/TAC CODE will be noted on all orders to identify the Warrant Officer Professional Development Course. **The XREF CODE is WU6Z5WOPDCFY05.** Hotel reservations must be reserved for the night prior to the course date at the appropriate training location. Attendees must telephone the hotel directly (use only the reservation phone numbers shown above in paragraph 1) and make the reservation with the hotel and use personal credit card or cash/check to reserve the room. In the event the soldier is unable to attend the course after having made a reservation, the soldier must cancel the reservation within allowable time or soldier will be charged for the room.

6. Involvement by CAARNG Commanders is critical to the success of this course. Commanders must emphasize and sell the importance of the course, provide answers and follow-up after the event, and insure sponsors are identified for each soldier.

7. The points of contact are CW5 Brian Peterson, State Command Chief Warrant Officer, (916) 854-3047/DSN 466-3047/Cagnet 63047 and MSG Roxanna Hartman, Admin NCOIC, (916) 854-4270/DSN 466-4270/Cagnet 64270.

Encl  
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THOMAS W. ERES  
Major General  
The Adjutant General

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